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Customer/Government Property Control

(mo/yr)

Revisions					Rev:			
Letter	E.O. Number - Description				Date			
Used On	Contract#:		Your Co					
Prepared By:								
Your Dept:								
Your Dept:			PROCEDURE					
Your Dept:			Your #					
Your Dept:			Size:	A	CAGE:		Your # (mo/yr)	1 of 14

Your logo

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1.0 PURPOSE

To prescribe the minimum procedures for the control of Customer/Government Property according to the regulations outlined in the Federal Acquisition Regulation, Part 45.

2.0 SCOPE

This procedure shall cover all Customer/Government Owned Equipment furnished to or acquired for use on Customer/Government contracts.

- a. [Redacted]
- b. [Redacted] property is defined as:
 - 1. [Redacted]
 - 2. [Redacted]
 - c. [Redacted]
 - d. [Redacted]
 - e. [Redacted]
 - f. [Redacted]
 - g. [Redacted]

- h. [REDACTED]
- i. [REDACTED]
- j. [REDACTED]
- k. [REDACTED]
- l. [REDACTED]
- m. [REDACTED]
- n. [REDACTED]

3.0 RECEIVING

Receiving Inspection shall inspect all Customer/Government furnished property upon receipt to verify [REDACTED]

If overages, shortages, damaged conditions or other discrepancies are noted, the carrier documents and consignee copies shall be appropriately annotated. Consignee and carrier representatives shall sign documents to verify the noted conditions. When overages, shortages or damages are detected upon receipt of Customer/Government furnished property, provide [REDACTED]

3.1 If overages, shortages or damaged conditions are noted upon receipt of property acquired for the Customer/Government account (under a CPFF contract), take [REDACTED]

3.2 Upon receipt of Customer/Government furnished property or property acquired for the account of the Customer/Government the receiving function shall immediately [REDACTED]

[REDACTED]

3.3 Shipping containers that pack Customer/Government property that are of a reusable nature shall [REDACTED]

[REDACTED]

4.0 CUSTOMER/GOVERNMENT PROPERTY RECORDS

Upon receipt of Customer/Government owned property and/or material, the Property Administrator shall establish individual item records or stock record cards as necessary according to [REDACTED] In the case of material items, stock record cards shall be prepared and shall contain the following information:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- f. [REDACTED]
- g. [REDACTED]
- h. [REDACTED]
- i. [REDACTED]

4.1 Records of Misdirected Shipments

Misdirected shipments shall be reported to the Customer/Government Property Administrator immediately. Records shall be maintained to provide the following information:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]

Forward this information in writing to the Customer/Government Property Administrator within [REDACTED]

4.2 Documentation

Documentation supporting all entries to the Customer/Government Property Records shall be maintained by the Property Administrator (i.e., [REDACTED])

4.3 Postings to Property Records

All property record postings shall be made as promptly as possible. No more than [REDACTED]

5.0 MATERIAL REQUISITION/ISSUE

After receipt of Customer/Government furnished material and preparation by the Property Administrator of the required stock record cards the material shall be maintained in [REDACTED]

[REDACTED] Upon issuing the material, the Property Administrator shall annotate the stock record card to reflect the issue and establish the new stock record balance.

5.1

6.0 UTILIZATION

It is the responsibility of the Property Administrator to assure that Customer/Government owned property is utilized [REDACTED]

7.0 MAINTENANCE

The Property Administrator shall insure that Customer/Government owned plant equipment is [REDACTED]

[REDACTED] Necessary precautions shall be taken to [REDACTED]

8.0 PHYSICAL INVENTORIES

Inventory, as used in this procedure, consists of [REDACTED]

The personnel who perform the physical inventory shall not [REDACTED]

[REDACTED] Inventory shall commence immediately upon [REDACTED]

The annual inventory shall be conducted during [REDACTED] each year. Sensitive material inventory shall be performed [REDACTED]

Upon completion of the annual or periodic inventory the Property Administrator shall furnish to the Customer/Government Property Administrator a listing which properly identified as [REDACTED]

[REDACTED] The listing and signed statement shall be furnished to the Customer/Government Property Administrator within fifteen days after completion of the physical inventory. This report shall also include, [REDACTED]

Results of the physical Inventory shall be posted to the Property Records as a "Physical Inventory" entry subsequent to the inventory reconciliation and shall reflect the quantity actually inventoried.

8.1 Investigate and report to the Government Property Administrator (GPA) all cases [REDACTED]

The report shall contain at a minimum:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. [REDACTED]
- I. [REDACTED]

9.0 DISPOSITION

At the completion of a contract under which Customer/Government property was furnished, perform an inventory to determine if [REDACTED]

All disposal actions shall be supported by appropriate documentation and postings to the Property Records shall be accomplished.

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10.0 SUBCONTRACT CONTROL

The purchasing function shall insure that the following statement is included in all subcontracts or vendor purchase orders where Customer/Government furnished material or property is furnished to the subcontractor or vendor:

Responsibility for Property:

[REDACTED]

which is herein incorporated and made a part of this subcontract/order. Such property shall be used by Seller

[REDACTED]

When instructed by Buyer, seller shall deliver the property covered by this clause to Buyer or the Customer/Government, as appropriate, FOB carrier, Seller's plant, at the completion or termination of this subcontract/order or shall

[REDACTED]

Seller shall bear the risk of loss or destruction of and damage to property covered by this clause until delivered or returned to Buyer of the Customer/Government, except

[REDACTED]

Unless relieved by the Contracting Officer with respect to Customer/Government property as herein provided, Seller shall

[REDACTED]

A copy of each such purchase order shall be distributed to the Property Administrator for the record. The Property Records shall be updated to reflect the issue of materials and in the case of tooling or equipment, the Property Records shall reflect the new location.

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10.1

11.0 REPORTS

Reports shall be prepared according to the terms of individual Customer/Government contracts.

12.0 PRECIOUS METALS, EXPLOSIVE COMPOUNDS

12.1 Immediately upon receipt Receiving Inspection (R&I) shall inspect material according to para. 3 - 3.2.

12.1.1 Sensitive material shall

12.2 The Property Administrator, upon taking possession of accepted sensitive material, shall

12.2.1 The Property Administrator shall complete stock record cards according to para. 4 a - i.

12.2.2 Property records shall exhibit special marking in order that such records may be readily distinguished from the records of non-sensitive items.

12.3 The Property Administrator shall issue material according to para. 5.

12.4 All other conditions of this procedure shall be complied with as required.

12.5 The Property Administrator shall notify the Customer/Government Property Administrator by telephone immediately upon

13.0 REQUESTING AND/OR ACQUIRING CUSTOMER/GOVERNMENT FURNISHED PROPERTY

A. Requests for Customer/Government furnished property are subject to a determination by

B. Requests and/or acquisition of Customer/Government Owned Property by direct purchase from outside suppliers or

Upon receipt of Customer/Government furnished material, this document shall control receipt and issue process.

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14.0 HAZARDOUS WASTE MANAGEMENT

Property received from or acquired for the Customer/Government that contains material of a hazardous nature shall be identified with its chemical formula and proper name according to paragraph 3.2.

- 14.1 [REDACTED]
- 14.2 [REDACTED]
- 14.2.1 [REDACTED]
- 14.2.1.1 [REDACTED]
- 14.3 [REDACTED]

15.0 WORKMANSHIP

Adherence to applicable federal, state, local and environmental, health and safety requirements is mandatory.

Property Record

Contract Number:			
Location:			

Your Form # (mo/yr)

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Property Certificate

Purchase Order Number:		
The undersigned certifies:		
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	

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Property Management Log

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